Minutes of the COTS
PRIVACY, SECURITY & ACCESS WORKGROUP

JULY 7, 1999

Present: Cheryl Clark (DMV), Jim Adams (DIT), Ed Morris (DOC), Andy Poarch (DIT), Dan Houlihan (VIPnet), Bill Russell (County of Chesterfield), Alan Cordaro (Computer Associates), Roslynne Blark (Computer Associates), Gerry Anderson (Entrust Technologies), Sally Fehn (Unisys), Debra Goodman (Computer Associates), and Denzel Reed (Unisys).

Absent: Ray Davis (DGIF), Captain Vass (VSP), John Palese (DSS), Mike O'Neil (DSS), Darrell Gasaway (DJJ), George Riesco (Nexus), Carrier Gillotte (GMU), Pat Jackson (VT), Dan Galloway (SCC) and Gordon Jarratt (County of Fairfax).

The July 7, 1999 COT's Privacy Security & Access (PSA) Workgroup meeting was held at the DMV HQ from 1-4 p.m. Minutes from the meeting of the 6/8th were reviewed and approved for posting.

Cheryl Clark introduced Bill Russell, County of Chesterfield, a new member of the work group.

ROUNDTABLE DISCUSSION:

Cheryl asked participants to identify what their interests are in the PSA Work group.

Andy Poarch stated that Secretary Upson has identified development of standards and a plan for use of digital signatures by the Commonwealth a high priority. CIM, VIPnet and DIT are in a collaborative effort to develop recommendations for PKI/digital signatures to Governor Gilmore. The PSA Work group is a resource to these organizations as they launch this effort. The role of the work group is to gather knowledge from vendors, the community and other entities and develop recommendations to add to the collaborative effort.

Dan Houlihan stated that technology is not the only issue. Policy and guidelines need to be developed for better business practices. VIPnet can provide the infrastructure and help the state move forward to work with certification entities.

Bill Russell indicated that guidelines need to be established for adoption by local government.

Sally Fehn, Unisys Applications Manager, stated that Unisys currently provides an enterprise wide-product in the health care industry. Unisys could pilot a program for the Commonwealth on RA/CA and directory services, including interoperability with other state governments. In this process, you would be able to access vital information and deter hackers.

Debra Goodman, Computer Associates, stated that her company wanted a better understanding on what the Commonwealth's goal and challenges were. They were there to exchange information and offer their array of available management solutions.

Gerry Anderson, Entrust Technologies, stated that his company was a leader in PKI/public infrastructure. They provide over 200 industrial products. The main focus should be directed in education and developing/implementing policy and procedures not all on technology. He was attending the meeting to get a better approach in recognizing what the Commonwealth's model of security architecture was.

Cheryl Clark gave a brief overview of the E-Gov99' Conference and the May COT's meeting. In the May COT's meeting, Secretary Upson stated his desire to develop a standard policy on digital signatures. She sees the work group providing the guidelines/standards on digital signatures and, CIM, DIT and VIPnet collaborating to provide the architecture.

DISCUSSION ON DIGITAL SIGNATURES/PKI

There was discussion of all participates on what the work groups ideas were on the levels of authorization to ensure trust and a secure architectural environment. Work group needs to identify what the spectrum of security is needed before developing standards.

Dan Houlihan stated that it might be to the work group's advantage to look at the tools and make recommendations to develop the standards. There are 10-12 standards for digital signatures, with particular advantages and disadvantages of each. There is a need to look at the legal issues using the technology, setting an environment where businesses are willing to implement the technology. The work group needs to review and work out every detail in advance, with the incorporated comments from the business community, before submitting any recommendations to COTs.

It was suggested that the work group needed to define the architecture/framework; identify all levels of biometric authentication to access links; how and who would support the structure (stay close to business practices, as they are now, for COVA and legislative purposes); define what kinds of machines/ browsers on the client side and review of an encryption policy. Most importantly, who holds the root certificate and identifying any software and hardware which will have to be invented.

Sally Fehn stated that who would be the root CA would indicate who would issue the certificates. The work group needs to review legislation before moving ahead.

Gerry Anderson stated that some states have the State Corporation Commission as a CA. The work group needs to review who would be the root to issuing the licenses. Is it the Commonwealth who is the CA or an outside entity? Guidelines need to be in place to develop trust. The state needs to set minimal requirements and make a business friendly environment. Set the guidelines to be open and flexible insourcing and outsourcing and conform to industry standards. He stated that Canada has legislation for

this type of technology. The states of Washington and Utah are re-writing their legislation.

Dan Houlihan questioned what role COVA will take in prescribing standards for the private sector regarding how they are to conduct business with each other.

Gerry Anderson suggested that the work group consider the possibility of setting up pilot programs with various state agencies. Example: Federal Express saved 5-6 million by single sign-ons, one certificate that can be used in different components. Types of pilots include:

- Secure e-mail agency to agency.
- Digital signature forms approval internal to an agency (eg., DGIF).
- Authentication within a VPN
- UCC filings
- Electronic Procurement
- Electronic Bids

Bill Russell suggested that Gerry work with the work group in reviewing the advantages for multiple or single certificates.

Dan Houlihan stated there are three types of PKI's: Closed certification source, Open (can go through chain look) and open/bounded.

Bill Russell stated that the public is demanding digital signatures to be available. Individuals are willing to pay fees associated with using digital signatures. He stated that the public acceptance would be better if the private sector issued the certificate opposed to government.

Ed Morris stated that the liability issue is a major factor with who is issuing the certificate. There will be a need to educate citizens to gain their trust in using the digital capabilities

Gerry Anderson stated that the government would have to take a leadership position. Department of Game and Inland Fisheries already have a digital signature program in place. There currently is no statewide deployment. He suggested keep applications specific and build bodies upon success.

The work group needs to review legal issues, levels of security, cost to implement, and issuance of certificates.

PSA WEB SITE CONSTRUCTION

Andy Poarch stated that the "white paper", authored by Dan Houlihan, would be used as the framework for the PSA work group in developing recommendations for Secretary Upson. He stated the six steps from the "white paper" on issues that need to be addressed.

1. To Provide Access or not to Provide Access via the Web
2. Examine Legal Prohibitions
3. Examine Policy Prohibitions
4. Assess level of Risk and Privacy and Security Measures Needed
5. Review Spectrum of Interned Security Features Available
6. Match Security Feature to Security Need.

Minimal progress was reported as being made since the June meeting in finalizing content in order for the site to be opened to the community.

CLOSING BUSINESS

Gerry Anderson said he is willing to assist the work group in developing policies or whatever would seem most useful.

Sally Fehn, stated that Unisys has a product called "Single Point Security", which is a suite of products on how to setup the architecture framework.

Action:

Sally will contact Cheryl to set up a time to present the "Single Point Security" product *at a PSA meeting.*

Ed Morris indicated that an explanation of what the products are and a little background of digital signatures would be very beneficial when developing the standards/guidelines.

Andy Poarch stated that an educational effort for the PSA work group and the COTs community would be beneficial in making informed decisions on policy.

Gerry Anderson volunteered to develop a program to present to the PSA work group and open to the COTS community on digital signatures. Gerry will get back with Cheryl Clark with suggested content, dates and times for this presentation. The presentation would be held at DMV or DIT's facilities.

NEXT PSA MEETING:

Tuesday, August 3rd from 1-3 p.m. at DMV Headquarters in Richmond.